

RE-ADVERTISEMENT OF INTERNAL JOB VACANCY



30TH OCTOBER, 2018

DIRECTOR OF INFORMATION TECHNOLOGY & COMMUNICATION AND CENTRE DIRECTOR – NIMR TANGA

The National Institute for Medical Research (NIMR) is a Parastatal Organization established by a Parliamentary Act No. 23 of 1979, under the Ministry of Health, Community Development, Gender, Elderly and Children. The Institute is charged with the carrying out, control, coordination, registration, monitoring, evaluation and promotion of medical research in Tanzania. In order to fulfil these responsibilities, the Institute is looking internally for qualified, competent and highly motivated personnel to fill the post at NIMR Headquarters, Dar es Salaam and NIMR Tanga Centre as provided hereunder.

1. DIRECTOR OF INFORMATION TECHNOLOGY AND COMMUNICATION

REPORTING RELATIONSHIP: Responsible to the Director General.

DUTY STATION: NIMR Headquarters, Dar es Salaam.

MAIN PURPOSE OF THE JOB

To effectively coordinate research Information and documentation at NIMR and to mobilize sufficient resources to support them.

QUALIFICATIONS

1. BACKGROUND KNOWLEDGE

- A PhD in any of the main Scientific/Medical areas.
- Excellent academic qualifications and administrative experience and capability
- Excellent record of research.
- Extensive experience in R&D Institutions at a senior management level.
- Good interpersonal relations.
- Publications: At least eighteen publications in peer reviewed journals (first author in at least seven of them).

2. SKILLS AND ABILITIES

- To develop a vision and direction for the institution.
- To interpret and promote NIMR's key research purposes.
- To influence, persuade and build research information and documentation systems and networks.

- Sound knowledge in research Information and documentation systems.
- Proven experience in research and publications.

POLICY, PLANNING AND COORDINATION

- Coordinate all research information and documentation activities at NIMR.
- Assist Centres to prepare brochures and profile of research potential at NIMR and effectively market available capacity.
- Facilitate dissemination of major research findings through seminars, conferences, workshops, symposia hosted by various Centres make available to interested parties research abstracts, publications or relevant findings that may inform on policy developments or are instrumental in solving problems.
- Carry out all other functions as may from time to time be assigned to him/her by the DG.
- Develop and update guidelines for annual evaluation of staff publications at NIMR level for use by Centres.

MANAGEMENT

- Provide leadership to senior management team responsible for research information and documentation functions of NIMR and ensure that each performs to expected level of excellence.
- Participate in the recruitment and selection process for sub-ordinate staff of his/her department and manage them in accordance with NIMR policies and procedures.
- Prepare and review directorate budgets and HR plans in consultation with the DFHRP for approval by the DG and the relevant organs.
- Monitor directorate expenditure to ensure that the directorate plan and budget and NIMR's financial regulations are not breached.
- Supervise the activities of subordinate staff in his/her department and take corrective action in accordance with the NIMR's policies, rules and regulations.

2. CENTRE DIRECTOR – NIMR TANGA

REPORTING RELATIONSHIP: Responsible to the Director General.

DUTY STATION: Tanga Medical Research Centre.

MAIN PURPOSE OF THE JOB

To provide research leadership to the Centre; to plan, direct and coordinate effective management of the Centre including the administration of research matters, all staff categories, and resources of the Centre. Also acts as a lynchpin between the Centre and NIMR HQ and ensures that all research, technical, administrative and auxiliary staff are working hard and positively contributing towards realization of the core mission of NIMR.

QUALIFICATIONS

1. BACKGROUND KNOWLEDGE

- A PhD in health related subjects.

- Senior research member of staff.
- Good research track record.
- Extensive knowledge and experience of NIMR system and management.
- Publications: At least seventeen publications in peer reviewed journals (six of which as first author).

2. SKILLS

- Previous working experience in research preferably as Director or Head of Department.
- Experience in management of R&D institutions.

3. SCIENTIFIC LEADERSHIP

- Shall be the scientific and administrative head of the respective Centre and as such shall be responsible to the Director General through the HQ Directors for maintaining an efficient and effective management of the Centre.
- Participate in the formulation, implementation, and evaluation of the research policies and strategic plans of the Centre.
- Promote excellence in research programmes of the Centre.
- Guide the Centre with respect to research by setting goals and standards, by supporting initiatives and new directions and by personal example.
- Co-ordinate research commitments in consultation with Heads/ Coordinators of research programme units.
- Bring opportunities for research, publications and conference attendance to the attention of all staff and assist them to take advantage of such opportunities using transparent and objective criteria of merit.

4. RESEARCH PLANNING

- Identify Centre research agenda and set priorities in consultation with Centre research units and staff.
- Plan for future of the Centre with regard to new research programmes, and be actively involved in mobilizing resources to realize the plans.
- Contribute to NIMR plans on behalf of the Centre.

5. MANAGEMENT AND ADMINISTRATION

- Shall exercise powers on all research matters of the Centre.
- Responsible for coordination of efficient and effective implementation of decisions and directives of the Centre Scientific Board and COUNCIL.
- Responsible through the various Centre units for selection of Centre staff eligible to proceed for further training and coordinate the activities of staff undergoing training.
- Submit staff appraisal reports of all Centre staff members to the relevant committees.
- Recommend in consultation with Centre unit heads staff for appointment, confirmation, and promotion.
- Ensure staff observe NIMR policies and procedures.
- Submit budgets for the Centre activities on time in accordance with NIMR policies and procedures.
- Assume responsibility for the planning, control and use of all resources to include staff, space, finances, plant, equipment and all assets.

- Prepare financial estimates for the requirements of the Centre and oversee the preparation of Centre units' financial estimates.
- Manage the revenue and recurrent budget of the Centre effectively aiding by general NIMR regulations and NIMR policies.
- Account quarterly for all Centre expenditures through heads of all Centre units meetings and the Centre Management.
- Provide timely accurate data and information for Centre and NIMR publications.
- Allocate duties and workload equitably to staff at Centre administration.
- Prepare and submit timely to HQ quarterly and annual research and financial reports of the Centre.

REMUNERATION: In accordance with the level of salary scale acquired at the current rank in the Research Scientist cadre.

MODE OF APPLICATION

All applications should be enclosed with certified photocopies of relevant certificates and detailed curriculum vitae and sent to the address below. Only shortlisted applicants will be notified. The deadline for application is **two weeks** from the first date of this advertisement.

The Director General
National Institute for Medical Research
3 Barack Obama Drive
P.O. Box 9653
11101 Dar es Salaam, TANZANIA

E-mail: *On-line submission are encouraged:* career@nimr.or.tz copied to dg_office@nimr.or.tz